

NOTES FOR ALL APPLICANTS

Please ensure you read these notes before completing your application, and all guidance notes attached to the application form.

OFFERS OF EMPLOYMENT

Any offer of employment made will be subject to clearances that are satisfactory to Weston Area Health Trust including References, Occupational Health Screening, Disclosure and Barring Service checks and Work Permit/Right to Work in the UK.

NON UK / EEA APPLICANTS SHOULD ENSURE THAT THEY ARE AWARE OF UP TO DATE IMMIGRATION RULES UNDER THE POINTS BASED SYSTEM. FOR FURTHER INFORMATION ON HOW THIS MAY AFFECT YOUR APPLICATION PLEASE VISIT [HTTP://WWW.BIA.HOMEOFFICE.GOV.UK](http://www.bia.homeoffice.gov.uk) OR CONTACT THE HOME OFFICE'S IMMIGRATION AND NATIONALITY ENQUIRY BUREAU ON TELEPHONE: 0870 606 7766

OCCUPATIONAL HEALTH SCREENING

As an integral part of our selection process you will be required to complete a confidential Health Questionnaire, and if necessary you may also be asked to attend our Occupational Health Department for a confidential health interview to check your fitness in respect of employment. Any offer of employment will be subject to satisfactory health clearance.

REFERENCES

To help us process your application or appointment as quickly as possible, where possible, **please give the full address, phone number and email address for your referees.**

The Trust requires a minimum of 2 references covering the previous 3 year history before employees start work. You must give names and addresses of at least two people from whom these references may be obtained. It is in your own interest to seek their approval before quoting them as referees. One of these people should be your present or most recent employer and the other one a previous employer or another person who can provide a credible comment on your ability to do the job applied for. School leavers should give the names of their tutors at school or college. Members of your family, relatives or spouse are not acceptable as referees. If you do not want your referees contacted prior to interview please mark the box on your application, however, please note that should you be successful at interview, this may delay you starting employment. .

DBS CHECKS

All positions will be subject to a DBS checks. Enhanced DBS Checks will be charged at £44, Standard DBS checks are charged at £26 and Basic checks are charged at £25.

All costs will be recovered from employee's salary over a period of 3 months or in one lump sum, whichever is preferred.

PENSIONS

Staff will automatically be taken into the scheme unless an opt out form is completed.

LANGUAGE COMPETENCY & COMMUNICATION SKILLS NECESSARY TO DO THE JOB SAFELY & EFFECTIVELY

All applicants, whatever their nationality or country of origin, will be expected to supply evidence of their competence to communicate in English to the standard required by the post for which they are applying

CAR PARKING

Please note that car parking charges apply at Weston Area Health Trust and full details are available for all newly appointed staff .

HEALTH & SAFETY/SECURITY

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

INFECTION CONTROL

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

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- **Clinical staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.
- **Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

EQUAL OPPORTUNITIES

Weston Area Health Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and in the public policies section on the intranet

WHISTLEBLOWING

Procedure for staff raising concerns they may have relating to:

- The way the organisation is run
- The delivery of any services
- The delivery of patient care

NON-SMOKING POLICY

Weston Area Health Trust operates a Non Smoking Policy which restricts smoking in the workplace. Employees are required to observe the rules laid down in the policy and failure to do so may result in disciplinary action being taken.

CONFIDENTIALITY/DATA PROTECTION

Any matters of a confidential nature, including particular information relating to patients, their treatment and diagnosis, individual staff records, details of contract prices and terms must under no circumstances be divulged or made available to any unauthorised person(s). It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 1998

EMPLOYEE CARE

This is a 24 hour Counselling service offering 24 hour/365 days per year to an employee and their family which offers Legal and Medical Advice.

APPRAISAL

Under the Knowledge and Skills Framework the employee will be entitled to an annual appraisal, and progression through the pay banding will be based on suitable work performance.

SAFEGUARDING

Weston Area Health Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff must be aware of, and follow Weston Area Health Trust guidance and policies on Safeguarding Children and Vulnerable adults and it is your duty to report any concerns you may have through your line manager and the Trust's designated Safeguarding Lead.

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